



DEPARTMENT OF PERSONNEL

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MEMO PERD #29/98

August 25, 1998

TO: All Department Heads
FROM: *Sharon P. Murphy*
Sharon P. Murphy, Director
Department of Personnel
SUBJECT: REVISED EMPLOYEE HANDBOOK

The Employee Handbook has recently been revised. It is designed to provide general information and answer commonly asked questions which State employees may have. It is particularly useful in acquainting newly hired State employees with State service.

I would appreciate your distributing a copy of the revised Handbook to each of your employees.

If you have any questions regarding obtaining additional copies, please contact Rita Jacques at 687-3719.

SPM:cp

Attachment

cc: Agency Personnel Liaison
Agency Personnel Representative